



MIAMI-DADE COUNTY MANAGEMENT APPRAISAL

Name:	Appraisal Completed By:		
Title:	Appraiser's Title:		
Employee ID:	Type of Review:	Annual _____	Other _____
Period Covered:	Department:	Division _____	Locator

SECTION 1 - OBJECTIVES

List the objectives below and the assigned weight (column 1). Objectives, weights, and performance standards must be developed with the employee prior to the beginning of the review period.	I	II	III
	Weight X	Rating = (1-5)	Weighted Rating
1.			
2.			
3.			
4.			
5.			
TOTAL RATING	100%	Sum of Weighted → Ratings	



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Section 2 - Management/Executive Performance Dimensions

		Performance Rating (1-5)	
Leadership	Fosters a team approach, encourages input, and is accessible to employees. Clearly communicates verbally and in writing to citizens, organizations, elected officials, and employees. Promotes ethical behavior and holds individuals at all levels, including external contractors and internal staff, accountable for meeting ethical standards. Maintains professional and positive relationships with supervisors, peers, and subordinates. Establishes departmental objectives and measures departmental productivity and achievement of objectives; provides appropriate feedback to employees to ensure continuous improvement.	_____	
Innovation, Creativity, Strategic Vision	Develops innovative and creative solutions to issues consistent with the organization's strategic vision. Demonstrates a proactive, forward-thinking approach in determining business objectives and direction.	_____	
Customer Service Focus	Promotes and instills a customer service approach to operations and responds expeditiously to service delivery issues in a manner that provides added value for the customer.	_____	
Management Skills	Develops effective strategic plans and sound policies. Prioritizes conflicting demands; exercises good judgment; applies solid problem-solving skills; delegates authority; and takes appropriate action. Demonstrates appropriate professional, managerial, and technical job knowledge. Produces accurate and well-developed work products following best business practices. Meets deadlines and completes projects on schedule. Demonstrates prudent fiscal and resource management skills.	_____	
Employee Development/Recognition	Empowers, trains, and motivates employees and fosters a participatory atmosphere. Facilitates appropriate recruitment and selection of employees according to County policies, fair employment practices, and succession planning requirements. Exercises sound personnel practices in accordance with County personnel rules.	_____	
Benchmarks for Performance Ratings	5. Consistently exceeds all expected behaviors for this performance dimension 3. Consistently meets the majority of expected behaviors for this performance dimension 1. Consistently failed to meet the majority of the expected behaviors for this performance dimension	SUM → _____ Average Rating → _____	



Section 4 - Management Appraisal Summary Rating

Employee's Signature		Date:	
Appraiser's Signature		Date:	
Reviewer's Signature		Date:	